



LEARNER AGREEMENT

Welcome to the Start of Your Career in Compliance. This agreement serves to formally establish the relationship between the learner (yourself), **Navigate** (us as the workplace and training provider) and Bankseta (the sponsor) for the **Certified Digital Practitioner: Cybersecurity & Data Privacy Programme**.

By signing this agreement, you are taking the first official step into a dynamic and purpose-driven career in the field of **cybersecurity & data privacy**. This programme has been carefully designed to equip you with both the practical skills and professional mindset required to thrive in a fast-evolving regulatory landscape. You are joining a new generation of professionals committed to protecting financial systems, upholding ethical standards, and driving innovation in the digital compliance space. We are excited to support you on this journey and look forward to seeing you grow into a confident, knowledgeable, and impactful practitioner.

Important Instructions:

1. Please complete **all fields in Section 1 legibly and accurately**
2. **Initial every page** of this agreement where indicated.
3. **Sign the Employment Status Declaration**
4. **Sign in full** on the declaration page to confirm your commitment and participation.

Learner initials	Workplace Provider initials

1 Learner Information – To be completed by the learner	
Full Name (as per Identity Document)	
Maiden Name (if applicable)	
Surname (as per Identity Document)	
Title	
Initial	
Identification Number	
Date of Birth	
Current Age	
Gender	Male Female
Current Home Address	
Province	
Race	
Disability status	
Highest Qualification	
Home Language	
Name of School where you matriculated	School Name: City: Province:

Programme Expectations and Requirements

This agreement marks the beginning of an exciting learning journey into the world of cybersecurity & data privacy. Through this programme, you'll gain practical knowledge (workplace learning) and real-world skills in one of the most in-demand and fast-growing careers in the financial services and compliance sectors. Compliance professionals play a vital role in protecting the integrity of financial systems — and now, you're stepping into that impactful space.

While we **cannot guarantee employment after the programme**, we are pleased to share that Navigate has established partnerships with several corporate clients who have expressed an interest in employing learners within their organisations and/or via graduate programs. These relationships create valuable opportunities for practical exposure, and while placement is not guaranteed, your performance, engagement, and commitment in this programme, may position you for consideration by these organisations. We're committed to supporting you throughout this journey and helping you make the most of every opportunity it brings.

As a learner enrolled in a Compliance related program, you are expected to commit fully to the training, professional conduct, and assessment requirements outlined below.

Learner Expectations:

- Attend all scheduled training sessions, both virtual and in-person, as required.
- Actively participate in learning activities, group work, and discussions.
- Complete all assignments, tasks, and assessments on time and to the best of your ability.
- Demonstrate professional behaviour, integrity, and respect towards fellow learners, facilitators, and administrative staff.
- Maintain regular communication with your allocated facilitator and programme coordinator.
- Notify Navigate immediately of any challenges affecting your ability to participate.
- Notify Navigate immediately should you become employed during the course of the program.

Programme Requirements:

- Submit a Portfolio of Evidence (PoE) demonstrating competency and practical application.
- Respect all intellectual property and avoid any form of plagiarism or academic dishonesty.

Learner Support:

Navigate is committed to supporting your success. You will have access to facilitators, academic mentors, and technical support to guide you throughout the programme.

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ANNEXURE A:

CONSENT TO RECEIVE AND PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF INFORMATION ACT, 4 OF 2013 (POPI)

1.1. Introduction

The Protection of Personal Information Act (POPI) aims to affect the constitutional right to privacy by balancing the right to privacy against access to information. POPI requires that personal data about individuals be processed lawfully and reasonably so that it does not infringe on the right to privacy.

This section in the learning programme agreement outlines how personal information will be collected, used and protected by BANKSETA and NAVIGATE, as required by POPI. The use of the words “the individual” for this document shall reference any learner completing and signing this learning programme agreement. It also includes any other communication with BANKSETA and NAVIGATE and concluding any agreement, registration or application related to learning programmes, including the certification after successful completion.

1.2 What is personal information?

The personal information BANKSETA and NAVIGATE requires relates to names and surnames, birth dates, identity numbers, passport numbers, demographic data, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

1.3 What is the purpose of the collection, use and disclosure (the processing) of personal Information?

BANKSETA and NAVIGATE is legally obligated to collect, use and disclose personal information for:

- reporting skills development initiatives to the Department of Higher Education and Training.
- reporting enrolments and achievements of programmes to the South African Qualifications Authority.
- reporting on quality assurance functions to the Quality Council of Trades and Occupations.
- evaluating and processing applications for access to funding.
- compiling statistics and other research reports.
- Provide personalised communications.
- Provide information for internal and external auditing purposes.
- complying with the law; or
- for a purpose that is ancillary to the above.

BANKSETA and NAVIGATE will safeguard all information and not process personal data for purposes other than those identified above without obtaining consent beforehand.

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1.4 What is 'processing'?

'Processing' means any operation or activity or any set of functions, whether by automatic tells concerning personal information, including –

- a) the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use.
- b) dissemination utilising transmission, distribution or making available in any other form; or
- c) merging, linking, restriction, degradation, erasure or destruction of information.

1.5 How will BANKSETA and NAVIGATE process personal information?

BANKSETA and NAVIGATE will only collect personal information for the purpose stated above.

Information will be collected in the following manner:

- directly from the individual.
- from an agent, employer, or another duly authorised representative who may seek or request our services.
- from education institutions, training providers, or other service providers providing or providing the individual with services.
- from our records relating to our previous supply of services or responses to the individual's request for assistance.
- and from a relevant public or equivalent entity.

1.6 To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public entities of Government Departments, other third parties referred to above about the purpose or who are sources of personal information, service providers where personal data must be sent to provide the information and services and benefits requested or applied for. In the event of another party/ies acquiring all or a portion of BANKSETA and NAVIGATE mandate or functions, personal information will be disclosed to that party. Still, as we are, they will equally be obliged to protect personal information regarding POPI.

1.7 For how long will personal information be kept, and how will it be destroyed?

Personal information will be kept for five years after the successful completion date by the learner, and after five years, it will be destroyed.

1.8 Rights regarding the processing of personal information:

- The individual may withdraw consent to processing personal information at any time. Should they wish to do so, they must provide BANKSETA and NAVIGATE with reasonable notice. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent interfere with legal obligations, then such withdrawal will only be effective if BANKSETA and NAVIGATE agrees in writing. BANKSETA and NAVIGATE explicitly attains that the withdrawal of consent may result in it being unable to provide the requested information and services and financial or other benefits. Further, please note that the revocation of consent is not retroactive and will not affect disclosures of personal data that have

Learner initials	Workplace Provider initials

already been made.

- To withdraw consent, please get in touch with the Information Officer at BANKSETA and NAVIGATE
- Where personal information has changed in any respect, the individual is encouraged to notify BANKSETA and NAVIGATE so that our records may be updated. BANKSETA and NAVIGATE will primarily rely on the individual to ensure that personal information is correct and accurate.

1.9 Consent and Permission to process personal information:

- I authorise BANKSETA and NAVIGATE to process the personal information provided for the stated purpose.
- I understand that should I refuse to provide BANKSETA and NAVIGATE with the required consent and information, BANKSETA and NAVIGATE will be unable to assist me with registration requirements for the learning programme.
- I will not hold BANKSETA and NAVIGATE responsible for any improper or unauthorised use of personal information beyond its reasonable control.
- I understand that my personal information may be shared with authorised third parties, such as Sector Education and Training Authorities (SETAs); Professional and accreditation bodies; Prospective host employers (for workplace exposure); Regulatory entities as required by law

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LEARNER DECLARATION – EMPLOYMENT STATUS

I, _____ (*learner name and surname*) with identification number _____ hereby confirm that at the time I started the **Certified Digital Practitioner Programme in CYBERSECURITY & DATA PRIVACY** on the _____ (*insert program start date*) I was unemployed, meaning I did not have a permanent job.

The program offered me an opportunity to gain work experience and improve my chances for a permanent position.

Signed on _____

Signature _____

Date _____

SIGNATORIES	
1. LEARNER	LEARNER'S WITNESS
Full Name: _____	Full Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
2. WORKPLACE PROVIDER	WORKPLACE PROVIDER WITNESS
Full Name: _____	Full Name: _____
Designation: _____	Designation: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

These sections are for official use only.

2. Organisation (Training Provider) – For Official Use Only	
Organisation Name	Navigate Group (Pty) Ltd
Skills Development Levy number	L470815848
Contact person name, position and contact number	Sholane Sathu Project Manager
Contact Person work address	Learnlab@navcompliance.co.za

3 Programme/course and institution - For Official Use Only	
Skills Programme Title	CDP(SA) - Certified Digital Practitioner
Unit Standard Number	SAQA ID 1303
Period: Starting date and completion date of the entire programme/course)	Start date: End date:
Skills Programme Hours	Notional Hours: 504 Theoretical Component Hours: 336 Practical Component Hours:168
NQF Level of programme/course	NQF Level 4
Result of completion (e.g., Certificate, etc.)	Professional Certification with practice number and membership to the ICITP
Name institution offering programme/ course and Accreditation Number	Navigate Group PA22300505GP

Accreditation Status of Provider	Registered
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4 Learner Placement and Allowance - For Official Use Only	
You will receive workplace learning at:	Navigate Compliance – a division within Navigate Group
You will receive a monthly allowance of:	Not Applicable

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BANKSETA SETMIS REQUIRED INFORMATION

Qualification I.D/ SAQA number	1303	
NQF Level of Skills Program	NQF Level 4	
Unit Standard I.D and number of credits per unit standard	Unit Standard ID: <u>1303</u>	<u>Credits: 60</u>
Training Provider Code	N/A	
Training Provider Accreditation Number	PA22300505GP	
Training Provider ETQA (<i>this is where the provider is registered</i>)	The Institute of Chartered IT Professionals (ICITP-SA) ID: 1003	
Training Provider Postal Address (Courier Only): Helderfontein Cnr of Broadacres and William Nicol Drive Unit 2491 Shangani Close Beverley 20255		
Postal Code	2055	

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Training Provider Accreditation Start date	17 October 2025
Training Provider Province code <i>(this is the provider's postal code)</i>	2055
Training Provider Physical address:	
Address 1	165 West Street Sandton
Address Code	2196
Learner's home language	
Learner Province	
Learner Municipal Area	
Learner Place of residence Rural or Urban	

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